

**Syllabus for
CONTRACTING OFFICER'S REPRESENTATIVE TRAINING
THE BASICS - SERVICE CONTRACTS**

**Presented by Lyle Eesley, Defense Acquisition University
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0800-0830 Welcome – Admin – Introductions

0830-0930 Welcome to the Acquisition Corps
Acquisition Process Overview
Mission Support Planning
Mission Planning Execution
Mission Performance Assessment

0930-0945 Break

0945-1015 Ethics, Integrity and Professional Conduct

1015-1045 Authority to Contract
Types of Contracts
Risk Management

1045-1100 Break

1100-1150 Authority to Contract (continued)
Real and Apparent Authority
COR's duties, responsibilities and authority

1150-1300 Lunch

**1300-1430 Assessing Performance – Getting the Mission Results we
contracted for**
Assessment methodology
QASPs
Performance remedies

1430-1445 Break

1445-1600 Contract Administration Essentials
Invoicing and Payments
Modifications
Terminations

Day 2

0800-0930 Mission Support Planning

Best Value charter
Developing performance requirements documents
Planning the incentive and assessment strategy

0930-0945 Break

0945-1100 Mission Planning Execution

Source selection process
Participation in technical evaluations

1100-1130 DAU continuing support for CORs

Acquisition Community Connection COR Community of Practice
Additional acquisition training available on line

1130-1150 Review

1150-1300 Lunch

1300-1545 Panel Discussion

1545-1600 Wrap Up

Complete critiques